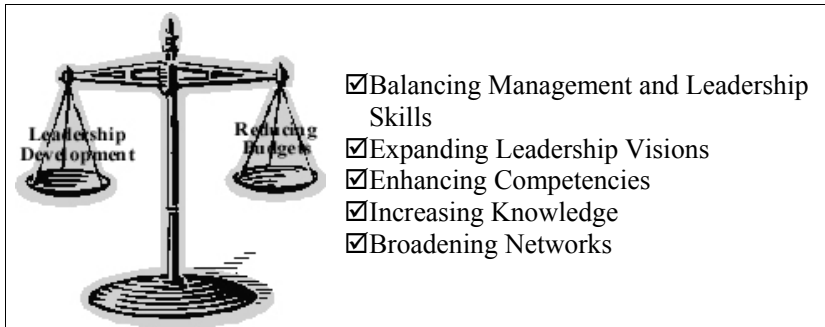


# Leadership FEB



A local approach developed by the  
**Federal Executive Board of Oklahoma**  
to  
Advance Creative Management Skills and  
Enhance Leadership Abilities



*January 2005 through October 2005*

## Why another Leadership “Model”?

*Leadership FEB* is designed specifically for executives, senior managers, and aspiring leaders within the federal sector. This program is unique in that it is designed for federal participants and showcases primarily federal agencies and their leaders. Built similarly to other “Leadership” models, participants of this program will interact with local executives, sharing information and exploring unique challenges faced and addressed by federal leaders in Oklahoma. ***In addition to the nine forums in which the participants will interact and learn from each other, they will also have the opportunity for active dialogue with agency leaders on various management and leadership challenges.***

## Individual Benefits:

*Leadership FEB* will provide participants exposure to:

- How new and advanced technology is being leveraged for maximum benefits,
- Innovative techniques developed to respond to numerous challenges in the federal sector, and
- A valuable leadership network, providing a number of individuals from which to draw information and solutions.

## Agency Benefits:

*Leadership FEB* will provide your employees knowledge and information on:

- A variety of business practices, providing the benefit from different perspectives,
- Advances in technology to increase productivity and/or operational efficiencies, and
- A valuable network of leaders with a cumulative body of knowledge and expertise comprised from each individual’s perspective.
- Other benefits are listed near the registration page.

### Leadership FEB Narrative

*Leadership FEB* will consist of opening and closing sessions in addition to nine forums that will showcase 25 different government agencies. The forums will be conducted monthly beginning in January and conclude in October 2005, each lasting the equivalent of a workday. Starting and completion times may vary depending upon the location of the forum and special circumstances. Each forum will include a presentation and tour of each agency (unless otherwise noted). Below is a brief description of each session.

**Opening Session:** Scheduled for Wednesday, January 19, 2005, from 6:00 p.m.—8:00 p.m. in the Nautilus Room at the Oklahoma City Zoo. This will offer the participants an opportunity to become acquainted with the Federal Executive Board's Executive Policy Council, Staff and fellow *Leadership FEB* participants.

**January 20, 2005** (Thursday): *First Responders Day* will begin with a tour and presentation at the Oklahoma City Fire Department. Lunch will be at the Grandison at Maney Park in Oklahoma City and the day will conclude with a tour and presentation at the Oklahoma City Police Department.

**February 16, 2005** (Wednesday): *National Oceanic & Atmospheric Administration and Independent Agencies*. This day will begin at the NOAA facilities in Norman and will move to the New Federal Campus, located downtown, OKC. NOAA will provide a presentation and tour of their facilities and the afternoon will consist of presentations from the Department of Housing and Urban Development, Military Entrance Processing Station, Small Business Administration, and General Services Administration along with a tour of the new federal building.

**March 16, 2005** (Wednesday): *US Postal Service Day* will begin at the US Postal Service's National Center for Employee Development in Norman and finish with the US Postal Distribution Center in downtown Oklahoma City.

### Leadership FEB Narrative (cont'd)

**April 20, 2005** (Wednesday): *Bureau of Prisons Day* will begin at the Federal Transfer Center in Oklahoma City and finish with the Federal Correctional Institution in El Reno.

**May 18, 2005** (Wednesday): *Day to focus on Veterans* will be held at the Veteran's Administration Medical Center in Oklahoma City. While there, participants will receive a leadership briefing and tour. At this location, other agencies will provide leadership briefings and information on their agencies: VA Regional Office and the VA National Cemetery.

**June 15, 2005** (Wednesday): *Military Day I* will focus on the 507<sup>th</sup> Air Refueling Wing located at Tinker AFB.

**July:** There will be no forum.

**August 17, 2005** (Wednesday): *Transportation Day* will be at FAA's Mike Monroney Aeronautical Center, receiving presentations and touring several Transportation organizations located at the Center.

**September 21, 2005** (Wednesday): *Law Enforcement Day* will begin at the U.S. Marshals Service in Oklahoma City and conclude at the Federal Bureau of Investigations in Oklahoma City. The day will consist of leadership presentations and operational tours of each agency.

**October 12, 2005** (Wednesday): *Military Day II* will be a presentation and tour of the Oklahoma City Air Logistics Center and tenants of Tinker AFB.

**Closing Session** (10-12-05): This will be at the Tinker AFB Tinker Club immediately after the last forum concludes. This will conclude the Leadership FEB program.

*All sessions have been coordinated and confirmed; however, unexpected mission requirements may result in agencies exchanging days.*

## **Bonus Leadership Enrichment**



**Leadership Reading:** Five of the nine scheduled forums will begin with a continental breakfast and Leadership Book discussion led by one of the Federal Executive Policy Council members. These sessions are additional professional development mini-sessions integrated into the overall design of the program. Since “the best leaders are readers”, books will be provided to each participant in advance to allow sufficient time to read and be familiar with the management and leadership concepts introduced (this is included in the registration cost). A listing of the books to be provided is included on the following page.

### **Additional Tours:**

In the event time is available for additional tours, *Leadership FEB* may include a federally guided tour of the Oklahoma City National Memorial, a Naturalization Ceremony, a tour and presentation from the Oklahoma Department of Emergency Management, or other tours that may benefit participants.

### **Who Should Attend?**

This program is developed for Executives, Senior Managers, and aspiring leaders who are interested in exploring unusual perspectives in solution development and leadership challenges. Success for each participant will be determined by his or her level of interaction throughout the program.

### **Cost to the Agency:**

The registration fee is \$750 per participant, in addition to the nine working days required. This covers *Leadership FEB* program expenses for each forum, five leadership books, parking fees for designated forums, and other materials. Personal expenses, lodging, and mileage are not included in this cost.

## **Mini-Development Sessions**

Preparation for each session will include reading a designated leadership book. Each forum will begin with a “mini-session” to discuss a book on management and/or leadership issues. Each discussion will be led by a federal agency leader in the Oklahoma area. The books to be discussed (and will be provided each participant from their registration fees) include:

- One Minute Manager Meets the Monkey by Ken Blanchard
- 8<sup>th</sup> Habit, by Stephen Covey
- First, Break All the Rules: What the World's Greatest Managers Do Differently by Marcus Buckingham, Curt Coffman
- The Leadership Challenge by Kouzes and Posner
- Fish by Stephen Lundin



### **Important Reminder**

***Why should you encourage your best and brightest to spend so much time away from work?***

- The training that Leadership FEB provides is unique and outstanding.
- A broad range of management and leadership issues, all of which directly affect the federal sector, are covered.
- Personal and inter-personal skills focusing on leadership and group dynamics are an integral part of the course. Class members finish the program with an address book crammed with the numbers of federal leaders.
- This training is locally based, so participants continue to have access to what they have learned and the contacts they have made.
- Over 80 hours of training time are provided during the stretch of ten months, the equivalent of two full-time work-weeks of training for only \$750.



# *Leadership FEB*

## Registration Form

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

In order to maximize the benefits and expand the cohesive networking opportunities, no alternates will be authorized to attend single sessions. However, if an identified participant becomes unable to honor their commitment to the program, the employing agency is authorized to replace that individual for the duration of the program.

In order to ensure maximum benefit to the participants, each Leadership FEB class will be limited to 20 participants.

\_\_\_\_\_  
Agency Head Review/Approval

\_\_\_\_\_  
Date

Register as early as possible to reserve a slot for your participant, no later than Friday, December 17, 2004. Cancellations will be processed at no charge to the agency through that date. After December 17, 2004, we ask the agency to honor their obligation due to cost incurred; however, a substitute is authorized and encouraged.

Agency/Registrant may pay by cash, check, credit card, or government voucher. Please submit the registration form:

By mail:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102	By fax: (405) 231-4165
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Oklahoma Federal Executive Board  
215 Dean A. McGee, Ste 320  
Oklahoma City, OK 73102